

Summer Food Service Program (SFSP)

Summer Food
Rocks!



Julie McCord Child & Adult Nutrition Services



Sponsor Administrative Training

March 24, 2015

Materials referenced



- 2015 SFSP Handbooks
Attachments with # back of
Administrative Guidance for Sponsors
- South Dakota SFSP Application
Attachments with alphabet letters are
found in Part 8 of application
- South Dakota DOE-Child & Adult
Nutrition Services summer website



South Dakota SFSP

- Sponsors: 46
- Feeding sites: 82
- Summer of 2014: 428,883 meals served, 10,871 more meals than last year!
 - ▶ 68% were lunch
 - ▶ 23% were breakfast
 - ▶ 7% were snacks
 - ▶ 2% were supper/
evening meal



Sponsors Eligibility



- Administrative Guidance Page 11-12
 - ▶ Public or private non-profit school food authority (SFA)
 - ▶ Public or private non-profit residential camp
 - ▶ Public or private non-profit college or university with NYS program
 - ▶ A unit of local, county, municipal, State or Federal government
 - ▶ Any other type of private non-profit organization



Experienced Sponsors

- Experienced Sponsors
 - ▶ Prior Successful SFSP Sponsors
 - ▶ School Food Authorities SFAs currently in good standing in National School Lunch Program NSLP, School Breakfast Program SBP, or Child and Adult Care Food Program CACFP in good standing

Define Good Standing



- Already demonstrated financial and administrative capability necessary if reviewed in the previous 12 months and had no significant deficiencies.
- State Agencies has the discretion and is encouraged to deny the application, or at minimum require additional evidence of financial and administrative capabilities of SFAs and CACFP sponsors that had significant problems in NSLP, SBP or CACFP.

Sponsors must:

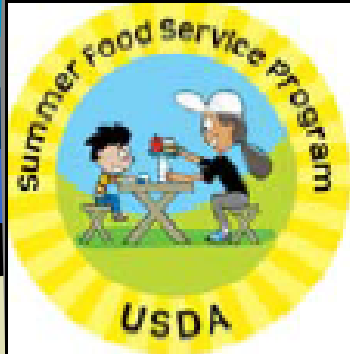


- Demonstrate Financial and Administrative Capability
- Not be Seriously Deficient
- Serve Low-Income Children
- Conduct a nonprofit food service
- Provide year-round service
- Exercise Management Control over the meal service at all their sites
- Conduct pre-operational visits
- Sign written agreements with State Agency (South Dakota Department of Education - Child & Adult Nutrition Services CANS)

SFSP Background



- Summer Food Service Program was established to ensure nutritious meals to low-income children when school is not in session.
- Children must be 18 years and under.
- Free meals that meet Federal nutrition guidelines are provided at approved sites.
- The U.S. Department of Agriculture USDA and Food and Nutrition Service FNS administer at national level.



Main Players

States

- Sign agreements with sponsors
- Provide training and technical assistance to sites
- Monitor and distribute reimbursements

Sponsors

- Handle administration and training for sites
- Report to State

Sites

- Feed and supervise kids
- Provide activities



State Agencies

States

- Sign agreements with sponsors
- Provide training and technical assistance to sponsors
- Monitor and distribute reimbursements

Sponsors

Sites



SFSP Operations - State Agency



- Prioritize Sponsor Selection
- SFSP Administrative Reviews - Done by Department of Public Safety on behalf of CANS
- Health/Kitchen Inspections - varies (DPS, Indian Health Services I H S, or Sioux Falls)
- Approves off-site meal requests
- Approve all amendments/changes to dates of operation, time of meals, i.e.



Sponsors

States

Sponsors

- Handle administration and training for sites
- Report to State

Sites





Sponsoring Organizations



- Schools
- Private non-profit organizations
- Local governments
- Colleges or universities offering National Youth Sports Program
- Migrant centers
- Indian Tribal Organizations
- Community and faith-based organizations

Sponsor Responsibilities



- SFSP sponsors must be able to assume responsibility for the entire administration of the Program.
- Comprehensive training and coordination of efforts can also improve site quality and maximize the benefit received by participating children.
- See Pages 75 - 81 of the 2015 SFSP Summer Food Rocks! Administrative Guidance for Sponsors



Sponsor Responsibilities

- Demonstrate financial and administrative responsibility
- Conduct a nonprofit food service
 - ▶ Train and monitor sites
 - ▶ Arrange for meals
 - ▶ Oversee site operations
 - ▶ Complete paperwork

Conduct pre-operational visits, application, claims, etc.



Sponsors train their Sites:



Sites

Training:

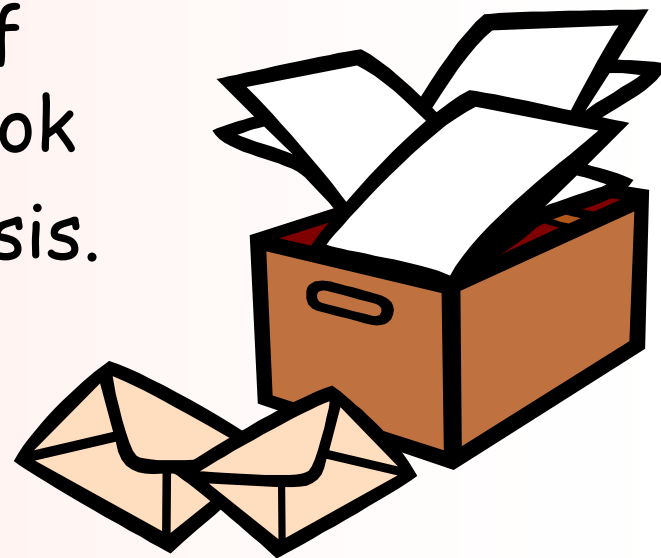
- Serving meals properly
- Taking accurate meal counts
- Keeping food and children safe
- Keeping accurate paperwork





Record Keeping

- Use the checklist in application and in ADM of records-back of ADM book
- Operate in non-profit basis.
- Comply with IRS requirements. PNP must have 501c3
- Retain records for 3 years past the current year.



Checklist for Application



For your records:

(Place the date beside the item when it was completed.)

All Sponsors:

All completed/new or updated Part 1 Combined Agreement was returned to CANS.

All completed/updated Part 2 was returned to CANS.

All completed/updated Part 3 for **each site** was returned to CANS.

All a signed copy of Part 4 was returned to CANS.

All must do a Public Release on your letterhead (Attachment A1, A2, A3 or A4).

All must complete a Health Inspection Letter written to appropriate agency on your letterhead. (Attachment B).

All must complete a Calendar (Attachment C)

Camps and enrolled sites only: Parent Letter and Eligibility Application on your letterhead. (Attachment E).

Camps and enrolled sites only: Notification of Eligibility on your letterhead (Attachment F).

Checklist for Application Cont.



_____ Optional – Addendum for age/grade group choosing for SBP/NSLP if Open site.

_____ Optional – Request for Demonstration Project for Non-Congregate Feeding at Outdoor Site due to Excessive Heat (Attachment J)

_____ **All** must complete the Disaster Feeding plan (Attachment K)

_____ Register site with National Hunger Hotline - 1.866.348.6479

All new sponsors

_____ Substitute W-9 / Taxpayer Identification Number (TIN) Verification.
Please fax this form to CANS at (605) 773-6139 and not the number on the form.

Private Nonprofit Sponsors:

_____ 501(c) 3 Tax-exempt status from Internal Revenue Service (IRS).
Churches are exempt from providing IRS Form 1023, but use IRS Pub 557 for determining qualification as church if guidance is need.

_____ Tax-exemption status with IRS is current.
The State Agency is required to review the latest IRS Automatic Revocation of Exemption List and will not approve applicant or find renewing sponsor seriously deficient and will terminate sponsor if not resolved within policy requirements.



Sites

States

Sponsors

Sites



- Feed and supervise kids
- Provide activities



Feeding Sites

- Park
- Pools
- Community or Rec Centers
- Churches
- Playgrounds
- Housing projects
- Camps
- Schools
- Migrant centers
- Libraries



Site Responsibilities



- Attend training(s) - office and food service and food service management/vendor staff put on by sponsor prior the beginning of summer meal program.
- Prevent discrimination.
- Supervise children as they eat in approved dining area.
- Serve or Offer reimbursable meals to all children.
- Meal count staff - Know what makes reimbursable meals if site is doing offer verses serve and assist children in taking reimbursable meal.
- Maintain complete and accurate paperwork.
- If self-preparation site, maintain proper sanitation and health standards as required by State and local law
- If vended site, order and receive meals.

Groups to Partner With



- Mayor's/Government office
- County extension/4H Clubs
- Boys and Girls Clubs/Y's
- Salvation Army
- Police and Fire Departments
- Rotary Clubs, and the like
- Libraries
- Sports groups/Swimming Pools/locally famous people
- Start planning checklist - Attachment 11 in Administrative Guidance for Sponsors



Participant Eligibility



- The child must be 18 or under to receive meals through the SFSP.
 - ▶ A person that is 19 years of age and over and determined by a State or Local educational agency to have a mental or physical disability may also receive meals under the program
 - ▶ The person must also participate during the school year in a public or private nonprofit school program established for the mentally or physically disabled, is also eligible to receive SFSP meals. See page 11 of the 2015 SFSP Summer Food Rocks! Administrative Guidance for Sponsors

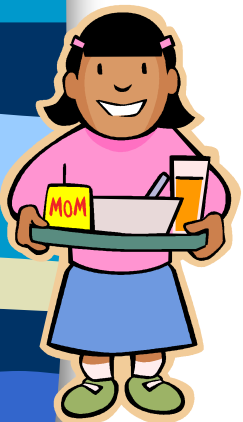
Maximize Participation



Sponsors should determine the meals offered to match community needs



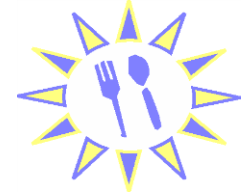
- ▶ Encourage sites to operate from first day school is out until school resumes in fall.
- ▶ Flexibility at a site can lead to more participation. A location may offer breakfast when summer school is in session but, later discontinue breakfast and add afternoon snack through amendment to agreement.





Site Types

- **Open site** – All children eat free without the need of additional paperwork because the site is *area-eligible*. Publish first come, first serve basis.
- **Restricted Open** -Normally open site, restricting attendance for reasons of security, safety, or control. 7 CFR 225.2
- **NOTE** Page 14-17 Admin Guidance



Site Types

- **Closed Enrolled site - Closed Enrolled site** - At least 50% of enrolled children must meet the income requirements. All children *enrolled* in an eligible program eat free if 50% of the children dining meet eligibility requirements or the site may be area eligible.
- **Camp site** - Only meals served to children with an approved household application on file can be counted free.

Summer School Sites

- Summer school sites may participate in the SFSP only as open sites
- Summer schools that serve only enrolled students may continue their participation in the NSLP and/or SBP



Site Eligibility

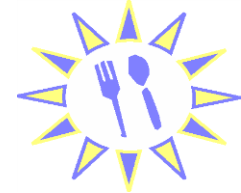


● Area Eligibility

- 50% or more of the children in a school service area qualify for free or reduced-price school meals, based on *school or census data*



School Data



- Proposed feeding site must be located within school attendance area
- State agencies, at their discretion, are permitted to use data from any month more recent than October 2014 in the school year to establish area eligibility. (Policy Memo SFSP 5-2014)
- Generally speaking, October data survey is used for site eligibility determination.
- Duration for determination for site eligibility is 5 years.

Census Data



- New Schedule for release of census data used for area eligibility determinations announced each October (Policy Memo November 8, 2013, SP 03-2014, CACFP 01-2014, and SFSP 03-2014)
- Duration for determination for site eligibility is 5 years.
- Census Block Groups CBGs or Census Tracts may be used, use FNS Area Eligibility Mapper.
- Another potential option adjacent to an eligible area may request State agency and Regional office approval see page 19

NEW

Community Eligibility Provision



CEP and Other Data

- Schools and local education agencies with high percentage of low-income children electing CEP must still use the individual school data rather than district-wide data for SFSP sites.
- Departments of Welfare
- Zoning Commissions
- USDA Rural Development Housing Authorities
- Housing and Urban Development (HUD) Housing Authorities
- Local Housing Authorities

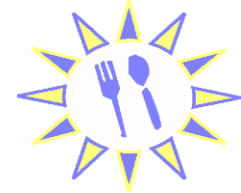
(See Page 22 of Administrative Guidance)

Income Eligibility Form



- **Household Applications / Income Eligibility Form**
 - Each sponsor is provided a prototype for the Eligibility Form and each child's family is provided with an application.
 - **Automatic Eligibility**
 - Categorical Eligibility through participation in comparable Federal assistance program
 - ▶ **SNAP, FDPIR or TANF**
 - ▶ **Documentation a child is homeless, runaway, or migrant**
 - ▶ **Foster Children**
 - ▶ **Head Start or pre-kindergarten documentation**

Upward Bound



- Upward Bound - program funded by U.S. Department of Education
- Participants are NOT categorically eligible for free or reduced priced meals.
- Sponsors may use Upward Bound application in lieu of an SFSP application to determine eligibility.
- Those eligible for Upward Bound based on income are considered eligible for SFSP meals with out further documentation.
- Other criteria like first generation college student, must complete an Income Eligibility Form.
- Administrative Guidance page 25

Disclosure Requirements for Eligibility Information



- SFSP sponsors can obtain student specific eligibility status from another Child Nutrition Program operator like a school or child care center.
- Aggregate information may be disclosed without parental notification as long as an individual or group of students' eligibility cannot be identified by means of deduction.
- Disclosure Requirements outlined on pages 26-27

Special Types of Sites



- Migrant Sites - updated annually
- Tribal Sites - Tribal authority documentation
- Continuous School Calendar/Year-Round Sites see pages 28-29
- NYSP Sites see page 29
- Upward Bound see page 30
- Other Income Eligible Programs - contact State agency for verification

NEW

Mobile Feeding Site



- USDA Policy MEMO CODE: SP 02-2014
Mobile Feeding Options in summer feeding programs
- Outlines sponsor and site requirements
- Program funds - expenses explained for example rent for vehicle to transport allowed, not purchase of vehicle.
- Indicate on application Part 2 if mobile feeding site
- Inclement weather plan could be a shorter meal service at another time, maybe earlier in the morning for example.

Two Site Types that may serve up to 3 meals a day:



- **Camps** - Residential and non-residential camps collect household applications for F&RP meals. Only meals served to children eligible for free or reduced-priced are reimbursed.
- **Migrant Sites** - Obtain certification from a migrant organization that meals are served primarily to children of migrant workers. Determination is annual.

Increase number of sites

- We have sponsors that are contacted each year to add sites.
- Sites located within walking distance of housing leads to better participation.
- **All locations must have alternate weather plans** - for severe weather, extreme heat, etc.
- please state how information on changes will be communicated in your community on Part 3 of application.
- Demonstration Project for Non-Congregate Feeding for Outdoor Summer Feeding Sites Experiencing Excessive Heat Page 33 ADM and on application Attachment J (Policy Memo SP 16-2014, SFSP 14-2014 has revised Q & A)





Reference Website

- <http://www.youtube.com/watch?v=R78nTp4AiPo>

ADMINISTERING THE PROGRAM

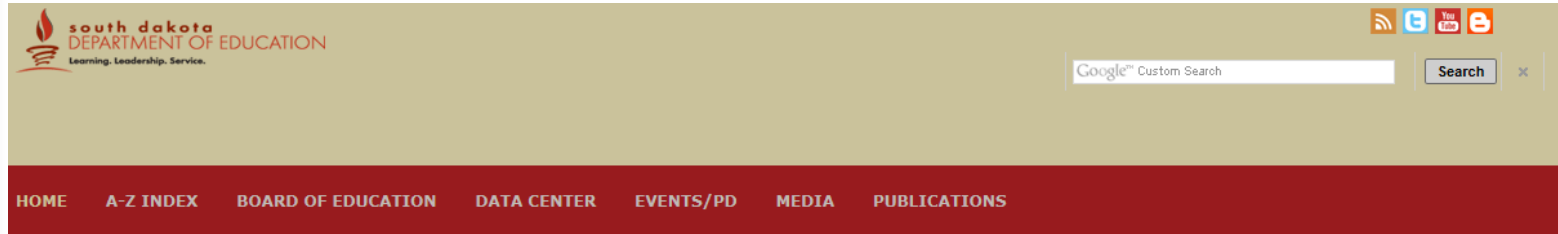
What does a sponsor need to be responsible for?

Training, Monitoring, Civil Rights,
Program Payments, Record Keeping,
and Review Procedures

Agreement/Application



- Permanent agreement must be entered into or renewed by state agency before claiming meals.
- Renewal Applications available at South Dakota CANS summer website:



Summer Food Service Program

Free Summer Feeding Sites

Summer Food Service Program is administered at the Federal level by the Food and Nutrition Service (FNS), an agency of the United States Department of Agriculture (USDA). In South Dakota the Department of Education administers the program for local sponsors throughout the state.

The Summer Food Service Program provides meals to children in low-income areas when school is not in session. Throughout South Dakota, sponsors such as schools, private non-profit organization, and government entities participate in providing meals during school vacations.

To participate in the program, a sponsor must first determine if it serves a low-income area. The sponsor may have an area with 50 percent of the area's population qualified for free or reduced priced meals, which allows all children under the age of 18 eligible for free meals. If a select group of low-income children participate in a program that is not in a low-income area, each child will qualify and if over 50 percent of those in the program qualify for free or reduced priced meals each month, all the children 18 years of age in attendance at the site may receive free meals. Camps are an exception; both residential and non-residential camps must collect and maintain income eligibility forms. Camps are reimbursed only for those enrolled children who meet the free and/or reduced price eligibility standards.



Agreements Cont.



Follow Cover letter and instructions with the checklist.

- Submit applications by April 24, 2015
- Can be accessed electronically to fill out or complete on paper/mail in signature pages.

South Dakota SFSP - Seriously Deficient Check List



Serious Deficiencies are grounds for disapproval of applications and for termination - impacts all Child Nutrition Programs

- 1) Noncompliance with bid procedures & contract requirements
- 2) Private Non-profit with IRS tax-exempt status revoked are immediately terminated and declared Seriously Deficient page 74 Q&A #15
- 3) Submission of false information to the State Agency
- 4) Failure to return to SA any startup or advance payments which exceeded the amount earned for serving meals
- 5) Violations at a significant portion of the Sponsor's site such as...see next slide

*Sponsor Site Violations leading to
declaration of Seriously Deficient examples:*



- 1) Noncompliance with the meal service times approved on the application
- 2) Failure to maintain adequate records (see page 108 Q & A #11)
- 3) Failure to adjust meal orders to conform to variations in the number of participating children
- 4) The simultaneous service of more than one meal to any child
- 5) The claiming of Program payments for meals not served to participating children
- 6) Service of a significant number of meals which did not include required quantities of all meal components
- 7) Excessive instances of off-site meal consumption
- 8) Continued use of a FSMC that is in violation of health codes.

Training: Administrative Personnel



- Teach others what needs to be done is detailed pages 75-78
 - ▶ Regular duties
 - ▶ back-up
 - ▶ Attachment 15 Training requirements checklist
- Document personnel attending
 - ▶ Cover how meals will be provided
 - ▶ Record keeping and forms being used
- Define monitoring duties
 - ▶ Who, what, where, when, how

Training Topics: Administrative Personnel



- Purpose
- Site Eligibility
- Application
- Media Release
- Record keeping / Claims
- Meal Requirements
- Procurement
- Production Records
- Organized site activity / Monitoring
- Nondiscrimination Compliance / Monitoring

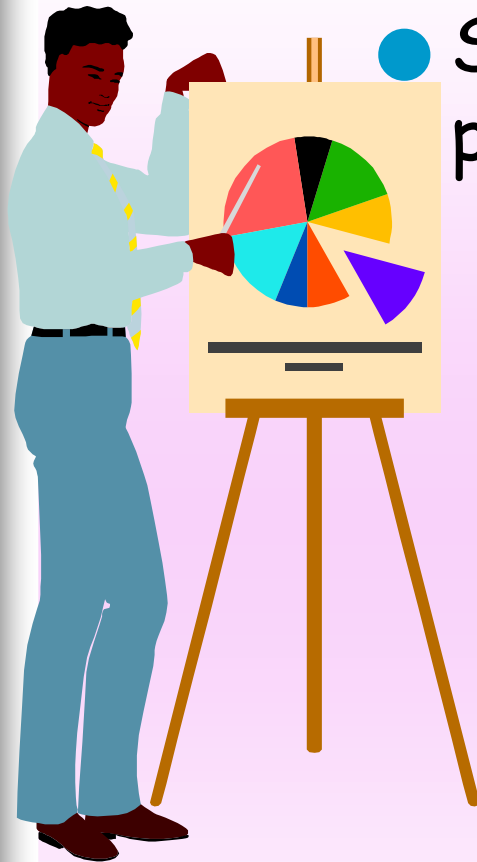
CANS Visit for Approval



- Summer Food Specialist or Department of Public Safety Inspector will come to do pre-approval of your site before 1st year on SFSP.
- State may decide to waive if prior sponsor on CACFP or NSLP.
- Application complete with realistic budget discussed.
- Technical assistance on-site as confirm program operation plans
- Civil Rights Compliance Interview
- Facility Survey



Training of Site Personnel



● Sponsor must document that personnel have attended.

- ▶ Mobile Feeding is site type and all regulations apply. (Policy Memo SFSP 02-2014)
- ▶ No site may operate until personnel have attended training.
- ▶ Each site must have at least one individual present at meal time that has attended training from the sponsor.
- ▶ CANS offering Operational Trainings in Pierre on April 29 provided we have a minimum of 10 registered. Then sponsor must do a training afterward.

Meal Count Form



- Required to be attached to Part 2 Sponsor Info

****Attach a copy of the daily meal count sheets that are used.****

- Commonly used form at OPEN sites: Attachment 18 at back of the Administrative Guidance for Sponsors
- Complete all blanks on meal count form
 - ▶ Open site Meal count form includes: Children 1st meals, Children 2nd meal [optional, plan only for 1st meals], Program adults [SFSP staffers], Non-program adults [optional - if choose to feed adults must have set charge and adult pays at the meal time], and Totals
 - ▶ Enrolled or Camps have roster/names of children along with program and non-program adult (optional) on the meal count form.
- Must be signed by meal count attendant.
- Legal document - very important.

DAILY MEAL COUNT FORM																				
Site Name:										Meal Type (circle): B L SN SU										
Address:										Telephone:										
Supervisor's Name:										Delivery Time:					Date:					
Meals received/prepared _____ + Meals available from previous day _____ = _____ (Total meals available) [1]																				
First Meals Served to Children (cross off number as each child receives a meal):																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	
141	142	143	144	145	146	147	148	149	150	Total First Meals +										[2]
Second meals served to children:																				
1	2	3	4	5	6	7	8	9	10	Total Second Meals +										[3]
Meals served to Program adults:																				
1	2	3	4	5	6	7	8	9	10	Total Program Adult Meals +										[4]
Meals served to non-Program adults:																				
1	2	3	4	5	6	7	8	9	10	Total non-Program Adult Meals +										[5]
TOTAL MEALS SERVED =																				[6]
Total damaged/incomplete/other non-reimbursable meals +																				[7]

Site Training Should include cont....



- Meal schedules and information
 - ▶ Serving times
 - ▶ Delivery schedules
 - ▶ Approved number for site meal service
 - ▶ Meal pattern requirements SFSP or NSLP
 - ▶ Offer versus Serve - optional
 - ▶ How to recognize a reimbursable meal on the chosen meal pattern

Training of site personnel



- Completion of Daily records
 - ▶ Menu adjustments
 - ▶ Meal counts on production records
- Record retention-3 years on-site
 - ▶ Keep all records on site or with sponsor
 - ▶ CN labels for Production Records
 - ▶ SFSP/NSLP commodities manifests
- SFSP Nutrition Guidance Handbook
 - ▶ Food Safety pages 67-73
 - ▶ Storage p 78-86 & Log - p 133
 - ▶ Internal food temps p 77 & Log - p 132
 - ▶ Food Safety Checklist p 87-90



Training of site personnel *documentation*

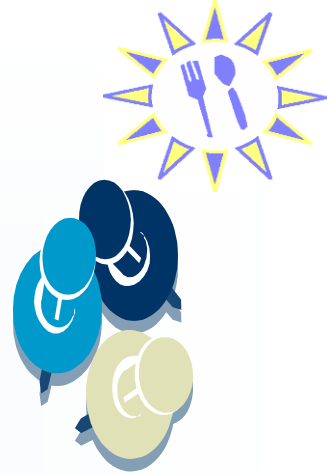
- Part 2 - Training of your site staff
(Date on application)
- Have workers sign roster
(Attachment G)
- Make a copy for your files
- Send G to CANS after training
- No claims paid until certification of training is submitted to CANS

Monitor



- The key link between the sponsor and each site.
- The monitor is essential to ensure the smooth operation of the program.
- The monitor will work with the site staff to ensure the proper training.
- The monitor will also help to correct any problems that occur with the program operations.
- SFSP Meal Pattern updated p 15-16
Monitor's Guidance

Monitoring



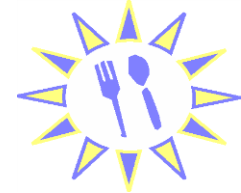
- Use Monitor Guidance Handbook and Admin Sponsor page 78
- Pre-operational Visit (require if have sites with issues prior year or new)
 - ▶ Conduct before a site operates the summer program.
- Site Visits - **SFSP 12-2011 Waives**
 - ▶ Sponsor visit sites during the first week of operation.
- Site Reviews (Required)
 - ▶ Sponsors must review sites during the first 4 weeks of program operation.

Pre-operational Visit



- VISIT-All sites must be visited BEFORE they begin operation for summer program if new or issues in prior year or current year.
- Ensure sites have facilities to provide meal services for number of children expected to attend the site.
- Sanitation and food safety plans must be in place.
- Documentation of this visit
 - ▶ Copy kept at site
 - ▶ Original sent to Sponsor

Waiver



Site Monitoring Requirements

Memorandum SFSP 12-2011 (April 5, 2011):

- Waives the requirement that sponsors must visit a summer site within the first week, if that site operated successfully the previous year
- Still requires sponsors to review every site within the first four weeks of operation



First Week Visit - *Waived for Successful* *Prior Sponsors*



- Visit all sites within the first week of operation
 - ▶ Ensure food service is operating smoothly
 - ▶ Make needed adjustments
 - ▶ Training needs, answer questions
 - ▶ Document

Monitor Site Review



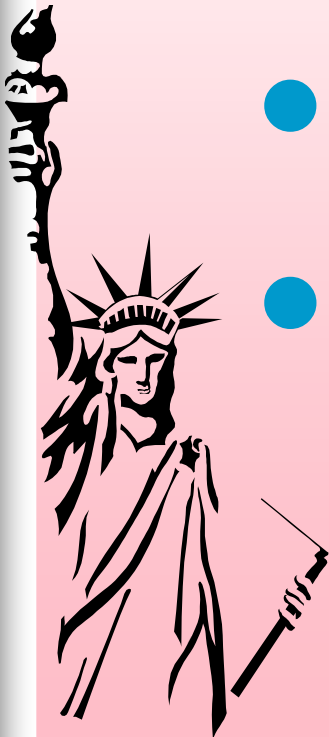
REQUIRED OF ALL SITES NEW OR RENEWAL-Audit/inspectors will check Review all sites within the first four weeks of operation.

- ▶ Thoroughly examine the meal service from start to finish
- ▶ Correct problems and provide additional training as necessary
- ▶ Monitor Guidance pages 4-21; pages 24-28 Documentation required!

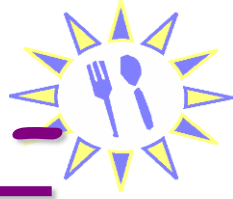
Civil Rights



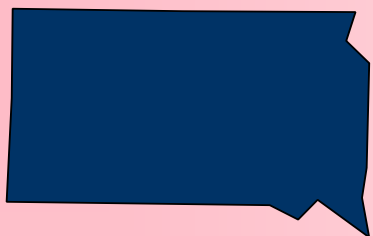
- Requirements listed Page 85-86 Administrative Guidance and Page 8 Monitor's Guide.
- Each participant must receive same treatment free from discrimination.
- Must serve each child the same meal regardless of reimbursement status.
- Annual staff training can be found at <http://doe.sd.gov/cans/index.aspx>



Required Civil Rights - Justice for All Poster



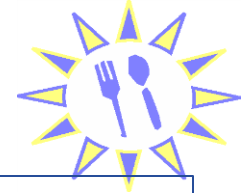
- Poster required at each feeding site.
- Download from:
<http://www.fns.usda.gov/cr/justice-translations/475C.pdf>



Beneficiary Data

- Sponsor must determine the number of potential eligible beneficiaries in by race/ethnic category-in application Part 3
- Sponsor must count the number of children at least once **during program operation** by visual determination
- Plan to do during at Monitor Site Review - documentation Monitor Guidance p 27 or Attachment 21 from ADM, completed form kept on site and a copy to sponsor.

Non-discrimination Statement



- *The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identify, or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)*
- *If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Form, found online or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 , by fax (202) 690-7442 or email at program.intake@usda.gov.*
- *Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Services at (800) 877-8339; or (800)845-6136 (Spanish).*
- *USDA is an equal opportunity provider and employer.*



NON-DISCRIMINATION STATEMENT (Short Version)



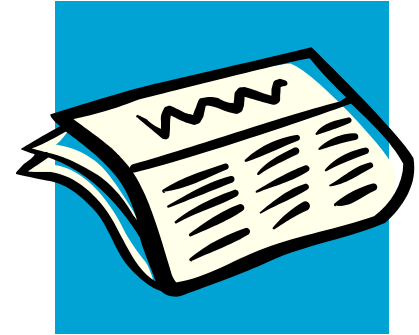
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Non-Discrimination Statement

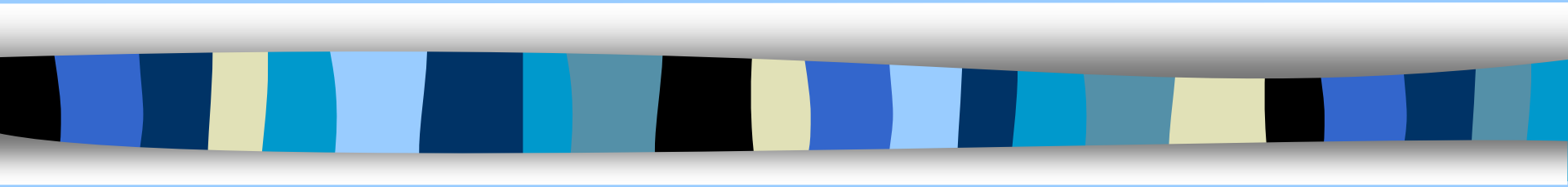


The following must include the Non-Discrimination Statement

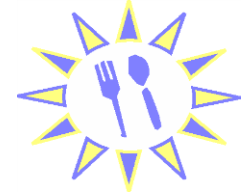
- ▶ Press Release
- ▶ Poster giving hours meals are served
- ▶ Brochures advertising program
- ▶ Websites
- ▶ Short version - *see prior slide/FNS Instruction 113-1*



Reimbursement and Costs



Program Payments



- Chapter 4 Administrative Guidance p 87-95
- Advances
- Program reimbursement
 - ▶ Meals x rates
- Allowable /unallowable costs
- Non-Reimbursable meals
- Payments must cover costs or have alternative funding source



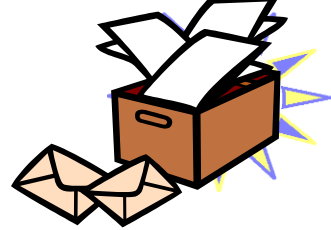
Reimbursement Rates



- Breakfast - \$2.0775
Rural or self-prep
- \$2.0375 Vended & Metro (all others)
- Lunch/Supper - \$3.6450
Rural or self-prep
- \$3.5875 all others
- Snack/Supplement -
\$0.8650 Rural or self-prep and \$0.8450 others



Record Keeping



- Meal Counts
- Costs
 - ▶ Operating
 - Food Costs On-site prep/Vended
 - Labor
 - Other
 - ▶ Administration
 - Tracking funds
 - Hiring/training
 - Site visits/reviews
- ADM p 96-103
- Use the checklist of records Attachment 22
- Allowable Cost FNS Instruction 796-4, Rev 4 on website
- Retain records for 3 years after fiscal year - or longer if unresolved audit



Estimate Reimbursement

- Renewal Part2, Page 3 of Application
- Estimate based on realistic number eating daily at the site. This average daily participation is ADP.
- By meal type
 - ▶ Breakfast
 - ▶ Lunch/Supper
 - ▶ Snack/Supplement



Budget Estimate Reimbursement Step 1



Meals Served- Breakfast, Lunch

Determine estimated Average Daily
Participation ADP

Planned ADP Level - 45 for breakfast

Planned ADP Level - 90 for lunch

Days Operating - 20 (5 days for 4 weeks)

► ADP x DAYS

- Breakfast $45 \times 20 = 900$

- Lunch $90 \times 20 = 1800$



Budget Estimate Reimbursement Step 2

● MULTIPLY MEALS X RATE

- BREAKFAST	900 X \$2.0775 =	\$1,869.75
- LUNCH	1800 X \$3.6450 =	\$6,561.00
- TOTAL		\$8,430.75

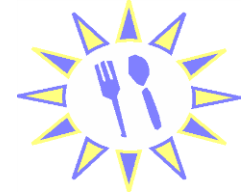
Excess Funds Reporting



- New section in reimbursement estimate

Did you have excess funds, revenue received less expenditures at the end of the 2013 program? If yes, indicate the amount.

Yes No \$



Procurement

ADMIN Handbook see Pages 112 - 119

USDA Policy Memo SFSP 13-2014

Procurement Thresholds in the Summer
Food Service Program page 119

Site Labor - Part 3, #24

Page 10 of Application



- Title
- Number of personnel
- Number of hours per day
- Wages per hour
- Number of days employed
- Total wages - hrs. x rate x # of days (includes benefits)
- Specific duties - see list Site labor page 20 (Nutrition Guidance pages 49-50)

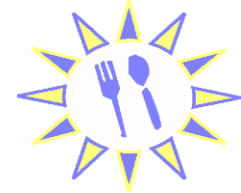


Operating Budget Part 2, page 4



- Food (Nutrition Guidance page 51-57)
- Non-food supplies
- Utilities
- Kitchen or truck rental (contract required)
- Equipment rental (contract required)
- Contracts of any type must be attached
- Other

Income



● Part 3 question 10 - Income

10. Payments and Fees

Mark if you collect payments from:

☐

Adults – Explain your process, which meal(s) and price

☐

● Must report income Part 2 #11

11. Show projected income from all sources other than USDA that will be used to help finance the SFSP. Indicate whether the money is specifically food service income or if it is other income.

INCOME SOURCE	INCOME AMOUNT	INCOME TYPE (FS or other)	DESCRIBE THE COSTS FOR WHICH THIS INCOME WILL BE USED
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Administrative Costs Part 2

Page 5



- Admin labor

- ▶ Preparing application
- ▶ Establishing eligibility of non camp sites
- ▶ For camps, determining number of children eligible
- ▶ Attending training
- ▶ Hiring and training personnel

Admin Costs (Cont.)



- Admin labor (cont.)
 - ▶ Visiting sites
 - ▶ Contracting w/food service management co/procurement
 - ▶ Preparing claims for reimbursement
 - ▶ Other activities -
 - Planning, organization, management



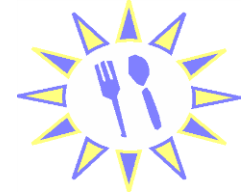
Admin costs (cont.)

- Other allowable admin costs
 - ▶ Rental costs
 - Office, office equip., Vehicles
 - ▶ Vehicle allowance
 - ▶ Office supplies
 - ▶ Communications
 - ▶ Insurance
 - ▶ Audits
 - ▶ Travel

Startup Payments /Advances



- Start up payments - Phyllis 773-3456
- Advance request
- Request found in Part 2 of application
Application/agreement must be approved by CANS before start-ups or advances will be paid
- If using an interest bearing account for advances, you may retain interest according to Allowable Costs for SFSP
FNS Instruction 796-4 Rev. 4



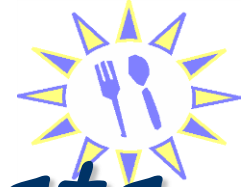
Startup Payment

- Up to 20% of approved administrative budget.
- Written justification **REQUIRED** - attach to application.
- State can't provide any earlier than 2 months before scheduled food operations begin.
- Deducted from first admin cost advance or reimbursable claim payment.

Operating/Admin Expenses Advance



- Requested 30 days prior to date of payment of June 1 and July 15
- Must operate at least 10 days during month
- Advances deducted from next claim
- Amounts determined by state
- Formula in regulation or visit with Phyllis 773-3456



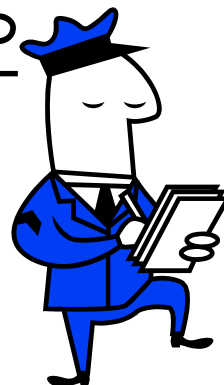
Records - Operating Costs

- Records to support the cost of food used should include:
 - ▶ Itemized receiving reports from supplier/including donated foods
 - ▶ Food inventories/manifests
 - ▶ Records of returns, discounts or other credits
 - ▶ Canceled checks or receipt of payment.



Unallowable Costs

- Meals to any adults
- Bad debts
- Over claims
- Contributions
- Fines
- Capital expenditures
 - ▶ Land
 - ▶ Buildings
 - ▶ Equipment
- Entertainment
- Food not used for SFSP meal pattern or not-creditable
- Cost of damaged or spoiled meals
- Fund raising
- Interest
- Under recovery from other grants
- Rents beyond program period
- Cost for excess meals
- Costs in violation of applicable laws



Food Expenses not Allowed



- Not creditable or not part of a meal pattern:
 - ▶ Jell-O/Pudding
 - ▶ 2% chocolate milk
 - ▶ Ice cream/popsicles
 - ▶ Coffee
 - ▶ Soda pop
- Require corrective action if funds were used for unallowable costs
 - ▶ State requires sponsor to replenish funds
 - ▶ USDA funds may not be used to restore funds, but must come from another source.

Food Expenses not Allowed



- Cost of Excess Meals not allowed
 - ▶ Off-site meals not approved in advance
 - ▶ Seconds meals served in excess of the 2 percent tolerance. (Usually only at Open Site type, rest have rosters and you plan for only one meal per child).
- Vended meals beyond approved meal ADP.
 - ▶ Delivery slip requirements p 97-99 must be kept as documentation by Sponsor to support claim
- Meals not delivered in designated time from vendor
- Meals not served in meal service period on agreement

Food Service Management *Companies*



- Administrative Guidance on Food Service Management Companies has many updates - please review the yellow highlights covered in Pages 109-131
- Procurement - Page 112-117
- Q & A on FSCM pages 132-134
- Sandra Kangas handles all FSMC contracts and training call (605) 773-4746

Available Flexibilities for CACFP

At-risk Sponsor or Centers



- CACFP institutions in good standing (no serious deficiencies declared in its most recent review cycle) are not required to submit further evidence of financial and administrative capability when applying for SFSP.
- Allowed to follow application requirements of experienced SFSP sponsors. Must provide meal count form.
- Waiving financial questions on Part 2 is a DOE Financial Management decision and is dependent upon requesting an advance.
- SFSP Training is required, using SFSP claim and must have field trip off-site meals pre-approved.

SFSP Claim Form



- Use form provided by State Agency on website

<http://doe.sd.gov/cans/sfsp.aspx>

CLAIM DUE DATES AND INSTRUCTIONS

Due Dates and Instructions

SFSP Reimbursement Claim

SFSP Claim All Others

- Keep meal count sheets (same as approved in application) for record keeping verification.
- SFSP Reimbursement (Rural or self-preparation sites)



Claim For Reimbursement

- Combine claims if operating 10 days or less
- Claims due by 10th of the next month
 - ▶ May meals served are due June 10 unless less than 10 days then combine with June
 - ▶ June meals are due on claim submitted July 10
 - ▶ July is due Aug 10
- If you miss the 10th deadline, the final deadline is 60 days from the end of the month of operation.
- Adjustments have a 90-day deadline

Meals can be claimed...



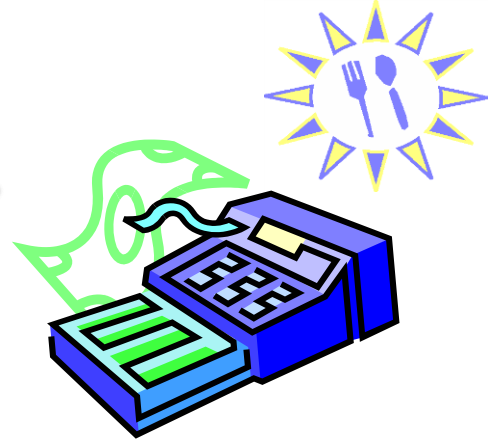
- For all first reimbursable meals served to children
- For second meals up to 2% of the month's total
 - ▶ Plan and prepare for one meal per child daily
 - ▶ Keep track of second meals daily
 - ▶ Count up first meals at month's end
 - ▶ Multiply by 2%
 - ▶ Up to that number of second meals can be claimed. Do not claim meals that were not served!
 - ▶ Tracking of seconds will be monitored, **encourage planning for 1 meal per student**

Maintain Accurate Records For Meal Service



- A complete count of all first and second meals served at each site (plan for first meal per child and adjust as program progresses.) Should not be serving seconds more than a few times in the summer.
- Number of adult meals (non-reimbursable but must be added in production records of meals prepared).
- Offering Adult meals is optional; but, if feeding adults, they **dine after children**. **THIS IS a CHILD PROGRAM.**
- Meal Count form included with application requires tracking of all these meal types - suggest Attachment 18 for Open sites

Scope of Review



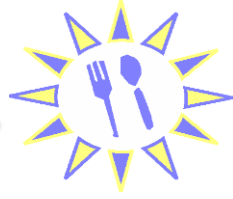
Meal count -

It is critical that site personnel and monitors understand the importance of accurate point-of-service meal counts. Meal counts should represent only the number of reimbursable meals actually served to children.

Therefore, meals must be counted at the actual point-of-service.

Finance & Management

Contacts



● GRANTS MANAGEMENT

- ▶ Phyllis Tomkiewicz- budgets, agreements

Phyllis.Tomkiewicz@state.sd.us

- ▶ Laurie Schumacher - claims

Laurie.Schumacher@state.sd.us

● PHONE/FAX

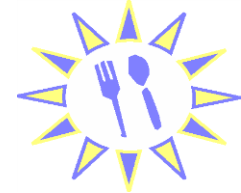
- ▶ Office (Shar) 773-3413

- ▶ Fax (Finance) 773-6139

- ▶ Phyllis T. 773-3456

- ▶ Laurie S. 773-3349

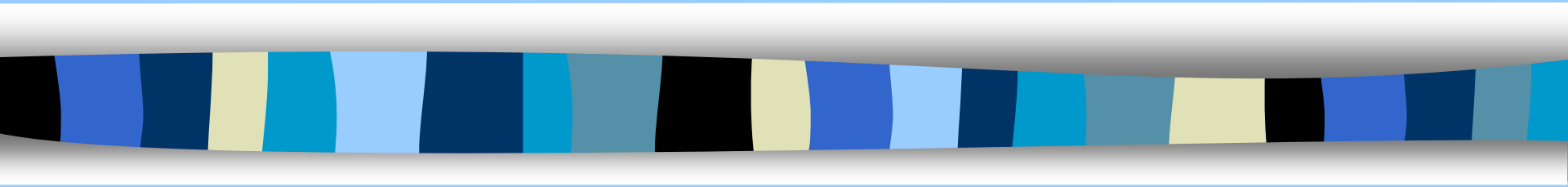
After initial approval *Changes are possible*



- ❑ Any changes like date changes, meal times, or Average Daily Participation numbers would cause the application to change and must be amended using Attachment H.
 - ❑ submitted in writing
 - ❑ new media release will be required
 - ❑ approved by the State Agency/Julie
- Closures for any reason report to CANS immediately – can be called in or emailed to julie.mccord@state.sd.us or (605)773-3110.



Meal Service Requirements



Meal Service Requirements



- Use Nutrition Guidance Handbook
- Serve the same meal to all children.
- Ensure that children eat all meals onsite.
- All children must receive a complete first meals before any child receives a second meal. ***PLAN Only for First meals.*** (Policy Memo SFSP 08-2014)
- The State Agency is required to monitor sponsors claiming second meals to be sure they are adjusting meal plans to minimize second meal service and food waste.

Meal Service Requirements



- Serve meals at the times submitted on the site application Part 3
- No off-site meal consumption unless:
 - ▶ Approved offsite meals (field trips) - sponsor must notify the vendor and CANS in advance.
 - ▶ The meals service must be approved for the place the children will be that day.
 - ▶ Notify CANS if a change occurs - changes do happen due to weather.

Traveling Apple/Grain Component

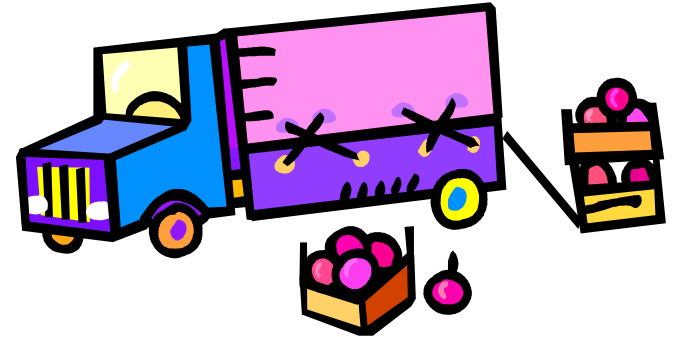


- Maintain the meal service to ensure no off-site consumption unless it is
 - ▶ Either a fruit, vegetable or grain component in compliance with local health and safety codes placed on the share table or taken from own meal for later consumption.
 - ▶ Allowed only if the sponsor has adequate staffing to properly administer and monitor.

Vended or Central Kitchen Delivery of Meals



- Meals can be delivered no more than 1 hour prior to the beginning of the meal service
- Proper facilities must exist onsite for storing food at the proper temperatures.
- Admin Sponsor page 57
- Food Safety rules pages 58-59



Mobile Feeding Model



- Sponsor delivers meals to an area using a route with a series of stops at approved sites in a community.
- Site/stop requirements on meal dates, meal times, site supervisor, meal consumption on-site monitoring same as other sites.
- Policy Memo SFSP 2-2014 provides more information

Non-reimbursable meals



- No more than one meal served to a child at a time.
- Second meals in excess of 2% of the number of first meals served during the claim period will not be reimbursed. **If happening, reviewers will request information on non-food program funds used to cover these meals.**
- Meals served outside of the approved time frames and dates the state-agency approved on renewal agreement will not be reimbursed.



Non-reimbursable Meals Cont.

- Meals served to ineligible children (children not meeting the income eligibility guidelines)
- Meals in excess of the sites approved level of meal service.
- Meals served to anyone other than children.

Application Part 4, 5 & 6



- Complete the Policy Statement if changing, otherwise permanent.
- Read through responsibilities of all parties in agreement
- Review Appeal Rights and the process

Meal Component *Requirements*



SFSP Meal Pattern Attachment 4



SUMMER FOOD SERVICE PROGRAM MEAL PATTERN FOR CHILDREN

SELECT THE APPROPRIATE COMPONENTS FOR A REIMBURSABLE MEAL

FOOD COMPONENTS AND FOOD ITEMS	BREAKFAST Serve all three	LUNCH OR SUPPER Serve all four	SNACK Serve two of the four
Milk	Required	Required	
Fluid milk	1 cup ¹ (½ pint, 8 fluid ounces) ²	1 cup (½ pint, 8 fluid ounces) ³	1 cup (½ pint, 8 fluid ounces) ²
Vegetables and Fruits - Equivalent quantity of any combination of...	Required	Required	
Vegetable or fruit or	½ cup	¾ cup total ⁴	¾ cup
Full-strength vegetable or fruit juice ⁵	½ cup (4 fluid ounces)=50% ³		¾ cup (6 fluid ounces) ⁶
Grains/Breads⁷ - Equivalent quantity of any combination of...	Required	Required	
Bread or	1 slice	1 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc or	1 serving ⁸	1 serving ⁸	1 serving ⁸
Cold dry cereal or	¾ cup or 1 ounce ⁹		¾ cup or 1 ounce ⁹
Cooked cereal or cereal grains or	½ cup	½ cup	½ cup
Cooked pasta or noodle products	½ cup	½ cup	½ cup
Meat and Meat Alternates - Equivalent quantity of any combination of...	Optional	Required	
Lean meat or poultry or fish or	1 ounce	2 ounces	1 ounce
Alternate protein products ¹⁰ or	1 ounce	2 ounces	1 ounce
Cheese or	1 ounce	2 ounces	1 ounce
Egg (large) or	½	1	½
Cooked dry beans or peas or	¼ cup	½ cup ¹²	¼ cup ¹²
Peanut or other nut or seed butters or	2 tablespoons	4 tablespoons	2 tablespoons
Nuts or seeds ¹¹ or		1 ounce=50% ¹⁴	1 ounce
Yogurt ¹³	4 ounces or ½ cup	8 ounces or 1 cup	4 ounce or ½ cup

Indicated endnotes can be found on the next page.

MILK



Must be pasteurized fluid milk.

Only fat-free or low-fat milk to children ages 2 or above.

- When served at breakfast or snack can be served as a beverage or on cereal or used in part for each purpose.
- When served with lunch or supper – must be served as a beverage.

Dietary Substitutions/Modifications (7 CFR 225.16(f)(4))

Sponsors are not required to accommodate dietary preferences, but are encouraged to do so within the existing meal patterns.

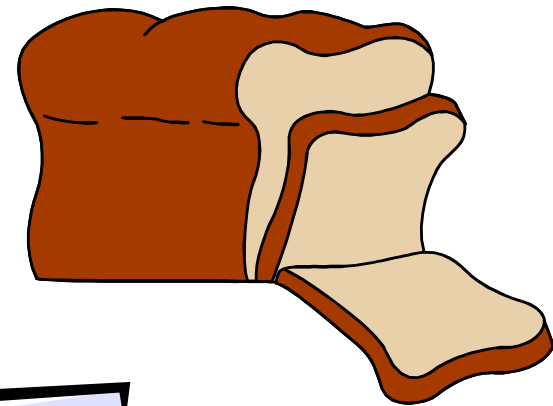
However, sponsors are required to make substitutions or modifications to the meal patterns for participants with disabilities who are unable to consume the regular program meals when such substitutions are supported by a statement from a recognized medical authority that includes the required alternate foods (FNS Instruction 783-2, Rev.1, 10-19-94). See page 46 ADM

BREADS AND GRAINS

emphasis Whole-grains



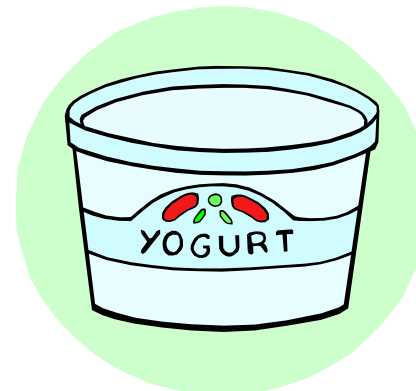
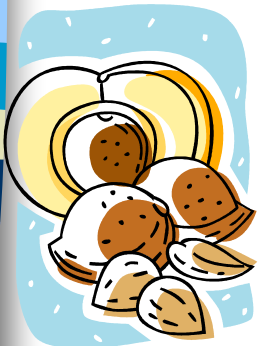
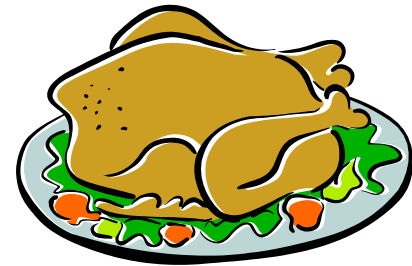
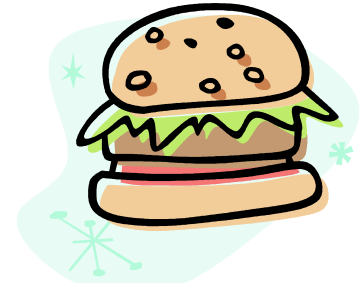
- Grain and Bread minimum serving sizes either volume (cup) or weight (ounces), which ever is less; found in Nutrition Guidance based on the Chart found on pages 98-99
- Whole-grain or enriched



Meat and Meat Alternates



- ☐ Lean meat, poultry or fish
- ☐ Alternate protein products meeting requirements of 7CFR 225 Appendix A
- ☐ Cheese
- ☐ Egg (large)
- ☐ Cooked dry beans or peas
- ☐ Peanut or other nut or seed butters
- ☐ Nuts or seeds ~ one ounce is = to 1 ounce cooked
- ☐ Yogurt, plain or flavored, unsweetened or sweetened



SFSP FRUITS & VEGETABLES



NSLP - these are 2 unique groups

- ☐ Lunch, snack or supper serving size is $\frac{3}{4}$ cup.
- ☐ Serve two or more kinds of vegetable or fruits or a combination of both.
- ☐ Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.



Monthly Menu's

Each day's menu should show components of meal pattern you are using

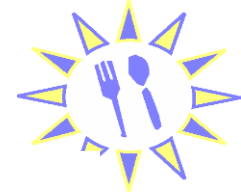


Sample Cycle Menus on
page 23 & 24

Making the Most of
Summer Meals - Building
a Healthy Plate and
recipes found pages 25-
38 in Nutrition Guidance
Handbook



Sample MENU



THESE MENUS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

MAY/JUNE

SUMMER LUNCH MENU - 2013

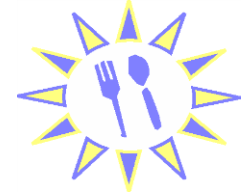
TENTATIVE

Monday May 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
No Meals Memorial Day	Double Stuff Pizza Fresh Broccoli Fresh Apples Milk	Chicken Strips French Fries Oranges Slice of Bread/ jelly pc Milk	Hamburger on a Bun Tator Tots Fresh Apples Milk	BBQ Rib Patty on a Bun Green Beans & Carrots Oranges Milk
Monday June 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
French Toast Sticks Turkey Sausage Tri-Tators Juice Milk	Turkey Sandwich on a Bun Carrots/Celery Sticks Strawberries Whole Wheat Sugar Cookie Milk	Super Nachos Lettuce/Tomato/Shredded Cheese Canned Fruit Milk	Popcorn Chicken French Fries Fresh Fruit Slice of Bread/jelly pc Milk	Grilled Cheese Fresh Veggie Sticks Canned Fruit Milk
Monday 10	Tuesday 11	Wednesday 12	Thursday 13	Friday 14
Turkey Sandwich on a Bun Carrots/Celery Sticks Fresh Fruit Whole Wheat Sugar Cookie Milk	Double Stuff Pizza Corn Fresh Fruit Milk	Chicken Strips French Fries Fresh Fruit Slice of Bread/Jelly PC Milk	Hamburger on a Bun Tator Tots Canned Fruit Milk	Ravioli Peas & Corn Fruit Milk Breadsticks (2)
Monday 17	Tuesday 18	Wednesday 19	Thursday 20	Friday 21
Turkey Sandwich on a Bun Juice Box Apple/Orange Scooby Snak Milk	French Toast Sticks Turkey Sausage Tri-Tators Juice Milk	Super Nachos/Central,VV,SP,KN Lettuce/Tomato/Shredded Cheese Canned Fruit Milk Soft Shell Taco/Beanitos	Popcorn Chicken French Fries 10 oz. OJ Slice of Bread/jelly pc Milk	Grilled Cheese/SP,VV Fresh Veggie Sticks/Green bean Canned Fruit Milk Turkey Sloppy Joe on a Bun/KN,B
Monday 24	Tuesday 25	Wednesday 26	Thursday 27	Friday 28
DBL.Stuff Pizza Celery Meatball Sub (H.S.) Use P&B sub dough Fruit Milk	Chicken Patty on a Bun Baked Beans Glazed Carrots Fruit Milk	Teriyaki Chicken and Rice Cheesy California Blend Fruit Slice of Bread/Jelly PC Milk	Hamburger on a Bun French Fries Green Beans Fruit Milk	Popcorn Chicken Tator tots Fruit Muffin Milk

We are an equal opportunity employer.

Basic Food Components

Breakfast



● SFSP Meal Pattern

- ▶ Milk (1 cup/8 ounces)
- ▶ Vegetable or fruit (1/2 cup)
- ▶ Bread and/or bread alternate
- ▶ (Meat or meat alternate is optional)

● OVS at Breakfast, 4 food items must be offered, child must take 3 to have a reimbursable meal.

- The fourth food item can be fruit/vegetable, bread/bread alternate, or meat/meat alternate. See ADM page 48 (OvS is optional, must enter on site application and State Agency can deny)



Basic Food Components

Breakfast



- SFA on NSLP can continue using meal pattern from school year. They have the choice to change or stay on NSLP
- Use approved production record for meal pattern.



Basic Food Components

Lunch/Supper



- SFSP Meal Pattern -
 - ▶ Fluid Milk (1% or Skim white and only flavored skim or fat free milk) serving is 1 cup or 8 ounces
 - ▶ 2 - Vegetable(s) and/or fruit(s) equaling $\frac{3}{4}$ cup serving
 - ▶ Bread or grain - 1 serving see chart
 - ▶ Meat and meat alternates
- Use approved production record
- See ADM pages 47-49

OVS for SFSP Lunch/Supper



- Offer Versus Served indicate on site application
- Five food items must be offered:
 - ▶ One serving of meat/meat alternate
 - ▶ Two different servings of fruit/vegetables
 - ▶ One serving of bread/bread alternate
 - ▶ One serving of fluid milk
- Child must take 3 or more of the 5 items offered
- Link to Video on CANS website

Basic Food Components

Lunch/Supper



- If school - you have a choice between the SFSP or NSLP meal pattern.
- Must use production record approved for the pattern chosen.
- If choosing NSLP, must follow meal pattern requirements.
- May choose to do the Offer Versus Serve and indicate it on the site application.
- Remember the students must take $\frac{1}{2}$ c fruit or vegetable when following NSLP OvS

SNACK -Basic Food Components



- **Snack -**

Serve 2 food items from any of 4 components:

- ▶ Vegetable/Fruit
- ▶ Milk
- ▶ Bread or grains
- ▶ Meat/meat alternate

NOT allowed to serve milk and fruit/vegetable juice together

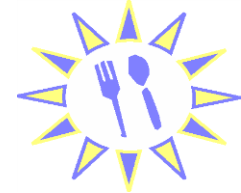
- **Production record must show all snack information (School using NSLP meal pattern use the SBP/Snack production record)**



Inventory Records

- SFSP commodities/USDA foods or if you are a school and use NSLP commodities/USDA foods please keep manifest for records.
- Nutrition Guide Page 127 - 128
- Inventory - Policy Memo FD-107 requires no expired or past "Best If Used By" BIUB dates etc. in the foods used for this program.

Reimbursable Meals



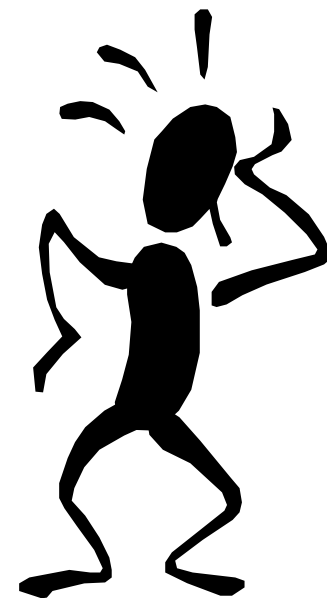
- Only two meal types maximum and Lunch & Supper is not allowed, unless you are a camp or migrant site. See ADM Guidance p 44-45
- Serve as a complete unit.
- Use approved meal patterns and type.
- Meals served at approved sites
- Meals consumed on-site or at approved alternate sites (example: field trips) if approved Off-site meal request.





Production Records (1 of 2)

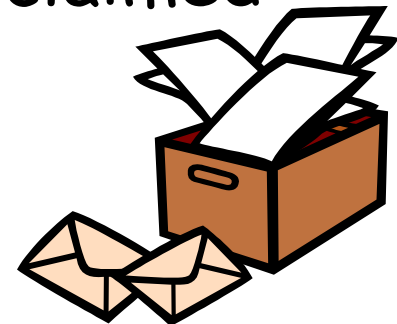
- Incomplete production records are the most frequent finding on reviews.
- Incomplete or inadequate documentation can result in an agency returning reimbursement.
- Complete production records with actual numbers served from meal counts.
- Complete actual amounts served and leftovers.



Production Records (2 of 2)



- Production records are used to:
 - ▶ document that meals meet pattern, include CN labels, recipes, etc.
 - ▶ document that adequate food quantities are used
 - ▶ justify food purchases
 - ▶ back up numbers of meals claimed for reimbursement

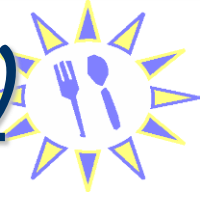


State & Federal Reviews(Audits) /Inspections



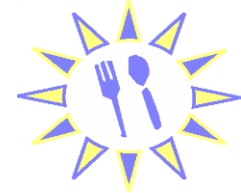
- State Agency - Dept. of Public Safety conduct program reviews.
- Health/Kitchen Inspections - City of Sioux Falls, DPS or IHS
- Reviews are conducted every 4 years or sooner due to formula requirements.
- Production Records for one week are required for inspector/reviewer.
- Administrative Guidance p 104-108
 - ▶ Review Procedures
 - ▶ Violations
 - ▶ Corrective Action

State & Federal Reviews(Audits) /Inspections

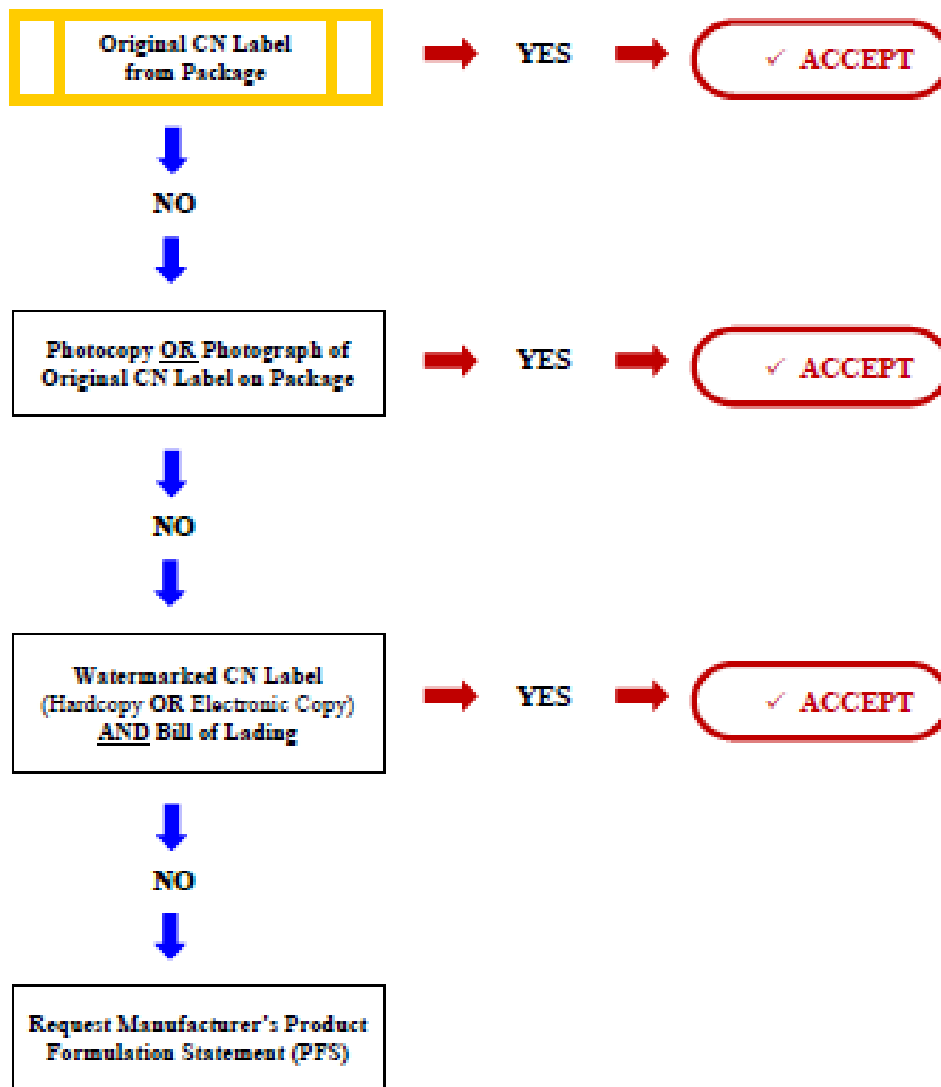


- Missing expense documentation leads to being declared Seriously Deficient
- South Dakota has same seriously deficient checklist as Federal covered earlier in this presentation.
- Sponsor receives more reimbursement that it spends - State Agency requires corrective action of
 - ▶ Improve food quality
 - ▶ Enhance monitoring and oversight

VERIFYING ACCEPTABLE DOCUMENTATION OF CN LABELS DURING AN ADMINISTRATIVE REVIEW



Is the following provided?



TIP Sheet for Accepting Processed Product Documentation



Visibility is Key



- South Dakota has vinyl banners for each site.
- Contact with Shar for availability.

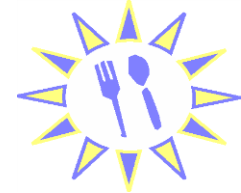
Summer Food Kick off



- Plan special event
- Raise awareness and make it fun
 - ▶ Speaker or presenter
 - ▶ Fun day(s) with carnival-like or physical activity games planned
 - ▶ Partner with community organizations for ways to promote the summer meal program.



SFSP Resources



How To Apply

- > Application for Sponsors
- > Income Eligibility
- > Reimbursement Rates
- > Contact State Agency
- > State Agency Deadlines
- > How to Become a Site

Browse by Subject

- > Federal Register Notices
- > Legislation
- > Policy
- > Press Releases
- > Regulations
- > Resources for Sponsors
- > Resources for States
- > Seamless Summer Option
- > CN Labeling
- > Food Safety
- > School Meals
- > Grants
- > Disaster Assistance
- > eUpdates

Other Resources

- > 2014 Webinars
- > Frequently Asked Questions
- > Raising Awareness
- > SFSP Innovative Strategies
- > SFSP Meal Patterns
- > Summer Handbooks
- > Training Videos

Summer Food Service Program (SFSP)

Print

Summer Food Rocks!

Find Sites Serving Summer Meals

Find Summer Sites Serving Meals

Call 1-866-3-HUNGRY or 1-877-8-HAMBRE to find summer meals near you.
Or visit www.whyhunger.org/findfood to locate sites using an online map.

1 of 2

The Summer Food Service Program (SFSP) was established to ensure that low-income children continue to receive nutritious meals when school is not in session. Free meals, that meet Federal nutrition guidelines, are provided to all children 18 years old and under at approved SFSP sites in areas with significant concentrations of low-income children.

How to Get Involved



Find Free Summer Meals for Children in Your Community

Call 1-866-3-HUNGRY or 1-877-8-HAMBRE (for Spanish speakers) and a live operator will tell you where the closest sites serving free, nutritious summer meals are located. Or visit www.whyhunger.org/findfood to locate sites using an online map.



Summer Meals Toolkit

The Summer Meals Toolkit is designed for individuals and organizations interested in serving as Summer Meal champions in their communities at any level of program administration. The toolkit is web-based, and includes seven 'mini-toolkits' targeting specific audiences and topics.

Outreach

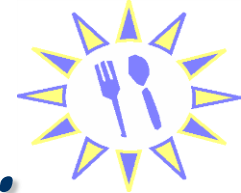


- Sponsors are encouraged to make use of resources

SFSP Toolkit Online link

<http://www.fns.usda.gov/sfsp/summer-meals-toolkit>

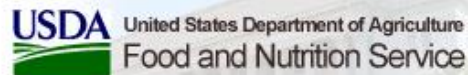
- School Outreach requirements
Expanding Awareness and Access to the Summer Food Service Program
(Policy Memo SFSP 7-2014 released November 12, 2013)



Promote by including:

- Ministerial associations and local church summer programs
- Community recreation organizations
- Multi-language flyers and door hangers
- Banners identifying feeding sites
- Local Youth organizations: Boys & Girls Clubs, Y's, 4H, etc.
- Community leaders (Tribal, County, City, Civic, etc.)
- Websites for community, city, states, etc.
- Various Nutrition organizations
 - ▶ Elderly nutrition, CSFP, TEFAP, or FDPIR

Nutrition Resource



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How To Apply

- > [Join the Team](#)

Browse By Subject

- > [HealthierUS Schools](#)
- > [Local Wellness Policy](#)
- > [Training Grants](#)
- > [Resource Library](#)
- > [Graphics Library](#)
- > [MyPlate](#)

Other Useful Links

- > [Resource Order Form](#)
- > [Healthy Meals Resource System](#)
- > [Healthy Access Locator](#)
- > [Best Practices Sharing Center](#)
- > [School Day Just Got Healthier](#)

Team Nutrition

Print



Team Nutrition is an initiative of the USDA Food and Nutrition Service to support the Child Nutrition Programs through training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity.

Education and Enrichment




- SFSP Nutrition Guidance Handbook
- pages 39-48
- Creating a Positive Eating Environment
- Nutrition Education
- Promoting Physical Activity
- Spotlight on SFSP Best Practices
- Q & A's



Midwest Dairy Council






StudentsCommunityEducators

ShareThisNew

WelcomeMidwest Dairy Council

Start the Day Ready to Learn – It Starts with School Breakfast

March 4th, 2014





Breakfast is the most important meal of the day because it helps keep kids full and focused throughout the school day. But for many students, eating before they get to school is not an option. That's why **Fuel Up to Play 60** is partnering with **Share our Strength** and **Dean's Foods** to make sure all students have the chance to fuel up before class.

The **"It Starts with School Breakfast"** campaign aims to empower students and families to lead change in their schools and communities and increase school breakfast awareness and participation.

And what better time to highlight school breakfast than in March – National Nutrition Month. Fuel Up to Play 60 enrolled schools are encouraged to host events focusing on school breakfast, then upload information about the events to the Fuel Up to Play 60 dashboard for a chance to win great NFL prizes! Your school could even win the grand prize – a visit from an NFL player! Just enter by March 31! (For official rules, click [here](#).)

Jumpstart Fuel Up to Play 60!

LET'S GO! ▶



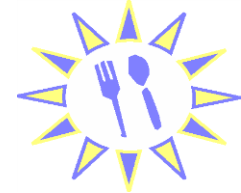
- Fuel Up to Play 60 summer materials available at <http://midwestdairy.fueluptoplay60.com/> and from Whitney Jerman, 605 224-9788

Participation Incentives



- Speakers and presentations
- Partner with other agencies to provide activities that children will attend either immediately before or following the meal service.
- Plan Kick-off event
- Getting local support to sponsor prizes
 - ▶ Distribute calendar of events for site to help maintain attendance.
 - ▶ Back to School bags are distributed toward end of summer program.
- Birthday celebration on low participation day (week EBT is given or Fridays)

South Dakota SFSP Lists Sites



Accreditation
and Certification

Assessment
and Accountability

Curriculum
and CTE

Finance, Grants
Data Management

Health, Nutrition
After School

Title Programs
SPED, Head Start



Calendar of Events

QUICK LINKS

[2014 Legislature](#)
[A-Z Index](#)
[About the Department](#)
[Board of Education](#)
[Common Core](#)
[Indian Education](#)
[Report Card](#)
[School Directory](#)
[Statistical Digest](#)
[Stimulus](#)

PRESS ROOM

[News Releases](#)
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CONTACT INFORMATION

[Contact Us](#)

Summer Food Service Program

[NUMBERED MEMOS](#) | [CONTACT](#)

Summer Food Service Program is administered at the Federal level by the Food and Nutrition Service (FNS), an agency of the United States Department of Agriculture (USDA). In South Dakota the Department of Education administers the program for local sponsors throughout the state.

The Summer Food Service Program provides meals to children in low-income areas when school is not in session. Throughout South Dakota, sponsors such as schools, private non-profit organization, and government entities participate in providing meals during school vacations.



[Click here for SFSP Sponsors Overview](#)

DOCUMENTS

[Free Summer Feeding Sites](#)

[2014 Seamless Summer Option](#)

[Seamless Monitoring Form](#)

Help families find us



- Register your OPEN feeding site with 211 Helpline Center in South Dakota see me for contact information.
- Register your OPEN feeding site with the National Hunger Hotline at 1-866-3-Hungry or at www.summerfood.usda.gov



Find Free Summer Meals for Children in Your Community

Call 1-866-3-HUNGRY or 1-877-8-HAMBRE (for Spanish speakers) and a live operator will tell you where the closest sites serving free, nutritious summer meals are located. Or visit www.whyhunger.org/findfood to locate sites using an online map.

Resources



- USDA Food and Nutrition Service Summer Food Service Program 2015 Handbooks

<http://www.fns.usda.gov/cnd/summer/library/handbooks.html>

- South Dakota Department of Education - Child and Adult Nutrition Services Summer Food Service Program, 800 Governors Drive, Pierre, SD 57501-2294

<http://doe.sd.gov/cans/sfsp.aspx>

- US Department of Agriculture Summer Food Service Program

<http://www.fns.usda.gov/sfsp>

- US 2010 Census- South Dakota

<http://quickfacts.census.gov/qfd/states/46000.html>

QUESTIONS?



- Agreement, reviews, operation: Contact Julie McCord at 605-773-3110 or julie.mccord@state.sd.us.



Thank you for your participation!

Contact your SFSP State Agency!

